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*Office Memorandum* / UNITED STATES GOVERNMENT

TO : Director of Training

**CONFIDENTIAL**

DATE: 24 March 1960

FROM : Chief, Plans and Policy Staff

SUBJECT: Weekly Activity Report #12

*[Handwritten signature]*

1. JOT Recruiting: Telephone Call from Director of Personnel

Mr. Gordon Stewart called C/PPS on 21 March 1960 in regard to possible criticism of the Personnel recruiters which seemed to Stewart to have been implied in paragraph 13 of OTR/PPS' 16 March briefing paper for COPS. Pursuant to this 'phone call, C/PPS drafted a memo in reply, stating that no adverse criticism was intended and encouraging continuation of close collaboration between Personnel and the JOT staff on matters pertaining to JOT recruitment.

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2. Meeting with EA-DD/S

In PPS' weekly meeting with [ ] on 22 March, the latter remarked on the excellence of the draft memorandum on Dependent Briefings prepared by [ ] DD/S and (it is understood) DCI were very well pleased; it had just the right tone, cited the NSC-OCB-USIB reference and expressed precisely what they had in mind. [ ] also reported that DD/S probably would approve OTR's recommendation that overtime performed by JOT's for directed "productive" work be paid by the division concerned, but that he would not approve retroactive payment. The effective date probably will be 1 April or shortly thereafter.

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3. Meeting with WH/4

In the absence of [ ] attended the WH/4 meeting at 0900 on 23 March. No minutes were taken. DTR, DDTR, and C/OS have been briefed. A/C/AES will be informed of the aspects affecting AES support. Follow-up meetings were held later with DDTR and [ ] Acting Chief, CA/PMD.

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4. Political Action Training

[ ] CA/PAD, following up on last week's talk with PPS, reports considerable interest in this subject in the area divisions, especially in FE where a great deal of internal "research" is being

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conducted, and also in NE. Meanwhile, [ ] wants to reacquaint himself with what is now being taught to the JOT's in the OC. PPS referred him to [ ]. He also asked if he could [ ]. PPS urged him to do so, and to contact [ ] hopes to get down there during the week of 28 March 1960.

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5. Future Training Requirement

DDP  
In planning its '62 budget, DD/P [ ] hopes to obtain sufficient funds to equip most field stations with automatic typewriters so that [ ] reporting system and allied high-speed correspondence systems can be put into effect around the world. At present DD/P has enough equipment for only five locations: [ ], and has no plans to purchase any more Flexowriters or other machines until FY 62 when it is expected that IBM will have a revolutionary new magnetic tape-punching typewriter. If DD/P's plans go through they will pose a significant clerical training problem for OTR, since hundreds of typists and secretaries will have to be trained in the operation of the new automatic typewriters. It is too early now, of course, to make any specific plans for such training because the typewriter in question doesn't even exist, but the planning date may be of interest.

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6. IG's Survey of the CIA Career Service Program

A first draft has been prepared in connection with the Inspector General's survey of the CIA Career Service Program.

7. Current Intelligence Briefings

[ ] has passed along another word about Colonel White's interest in the Current Intelligence Briefings given during the noon hour at R&S. He rather expects that within the next couple of weeks or so OTR will come to some sort of judgment as to whether these briefings should continue.

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8. OTR War Plan

The OTR War Plan has been sent to reproduction and finished copies should be available for distribution no later than 18 April.

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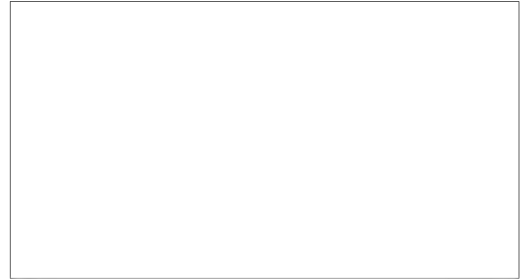
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9. Agency Notice on Training for Armed Forces

An Agency Notice requiring that OTR Registrar be notified of training conducted for the U. S. Armed Forces has been drafted for coordination with Chief, FI/DDP.



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